

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
MARCH 24 – 28, 2014**

**MONDAY, MARCH 24, 2014**

- |          |  |  |
|----------|--|--|
| *8:30 am | Community Options Program Planning Committee     | Board Rm B, Sophie Beaumont<br>111 N. Jefferson Street |
| *6:00 pm | Land Conservation Subcommittee                   | Room 161, UW Extension<br>1150 Bellevue Street         |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension<br>1150 Bellevue Street         |

**TUESDAY, MARCH 25, 2014**

- |          |  |   |
|----------|--|---|
| *4:00 pm | Children With Disabilities Education Board | Syble Hopp School<br>755 Scheuring Road |
|----------|--|---|

**WEDNESDAY, MARCH 26, 2014**

- |          |                          |   |
|----------|--------------------------|---|
| *6:00 pm | Human Services Committee | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------|---|

**THURSDAY, MARCH 27, 2014**

- |          |   |   |
|----------|---|---|
| *8:30 am | Aging & Disability Resource Center Board of Directors | Aging & Disability Resource Center<br>300 S. Adams Street |
| *5:00 pm | Administration Committee                              | Room 200, Northern Building<br>305 E. Walnut Street       |

**FRIDAY, MARCH 28, 2014**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

## **COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING**

Monday, March 24, 2014 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street,  
Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- \* 4. Modification/approval of minutes of January 27, 2014
5. Updates
  - A. Family Care update
  - B. COP update
  - C. CIP update
6. Any other business authorized by law

\* Indicates materials are included in packet mailing

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**LAND CONSERVATION SUBCOMMITTEE**

Norbert Dantinne, Jr., Chair  
Dave Kaster, Vice Chair  
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

**LAND CONSERVATION SUBCOMMITTEE**

**Monday, March 24, 2014  
6:00 p.m. (PD&T to Follow)  
Room 161, UW Extension  
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of Land Conservation Subcommittee of February 24, 2014.

**Comments from the Public**

**Land Conservation**

1. Budget Status Financial Report for January, 2013 (unaudited).
2. Resolution to Approve the Agreement between the Great Lakes Commission and Brown County, as well as the NEW Water Standard Working Agreement with Brown County, pursuant to the Lower Fox Watershed Demonstration Project approved by the USDA as part of the Great Lakes Restoration Initiative.
3. Resolution re: Reclassification of positions in the Land and Water Conservation Department AGRONOMIST TECHNICIAN & ENGINEERING TECHNICIAN.
4. Director's Report.

**Other**

5. Such other matters as authorized by law.
  - a. April Meeting to be held at the Duck Creek Public Works Department (2198 Glendale Avenue, Howard) prior to the Annual Town Advisory Meeting - Land Con 5:30pm, PD&T to follow at 6pm.
6. Adjourn.

Norb Dantinne, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, March 24, 2014  
Approx. 6:15 p.m. (To follow Land Con Mtg)  
Room 161, UW Extension  
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 24, 2014.
- IV. Recognition Letter for Jim Wallen.

### **Comments from the Public**

1. Review minutes of:
  - a. Harbor Commission (December 9, 2013).
  - b. Planning Commission Board of Directors (February 5, 2014).
  - c. Transportation Coordinating Committee (December 16, 2013).

### **Communications**

2. Communication from Supervisor Evans re: To change the County rule/definition of using funds for the Resch Center "upkeep" to be used not just for capital improvements but also for maintenance.  
*Referred from March County Board.*

### **Airport**

3. Budget Status Financial Report for December, 2013 (unaudited).

### **UW-Extension**

4. Director's Report.

### **Planning and Land Services**

#### **Land Information** (no items)

#### **Planning Commission**

5. Budget Status Financial Report for December, 2013 (unaudited).
6. Update regarding development of the Brown County Farm property – standing item.

### **Property Listing**

7. Budget Status Financial Report for December, 2013 (unaudited).

### **Zoning**

8. Budget Status Financial Report for December, 2013 (unaudited).

### **Port and Resource Recovery**

9. RFQ for South Landfill and Resource Recovery Park Engineering – Request for Approval.
10. 2013 Resource Recovery Annual Report – Request for Approval.
11. Director's Report.

### **Public Works**

12. Summary of Operations.
13. Director's Report.
14. Resolution re: Change in Table of Organization for the Public Works Department LTE Highway Maintenance Worker.
15. Initial Resolution Authorizing the Issuance of Not to Exceed \$5,665,000 General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times.
16. Discussion of Open House comparison between W. Mason Street and current Health Department – Determine date in May and time.
17. Closed Session: Discussion and possible action on possible purchase or lease options for the Brown County Health Department:
  - a. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e)
  - b. Reconvene in Open Session: Discussion and possible action on possible purchase or lease options for the Brown County Health Department.

### **Register of Deeds** – No agenda items.

### **Other**

18. Audit of bills.
19. Such other matters as authorized by law.
  - a. April Meeting to be held at the Duck Creek Public Works Department (2198 Glendale Avenue, Howard) prior to the Annual Town Advisory Meeting - Land Con 5:30pm, PD&T to follow at 6pm.

Bernie Erickson, Chair

### **Attachments**

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION  
BOARD AGENDA**

**Tuesday, March 25, 2014 4:00pm  
Syble Hopp School**

1. Call to Order: 4:00 pm. – K Gustman
2. Action Item: Approval of February 25, 2014 Board Minutes
3. Action Item: Approval of Agenda
4. Action Item: Donations
5. Action Item: Financial Report
6. Action Item: 2014-2015 Preliminary Budget/expenditures/Set Levy
7. Action Item: Replacement Teaching position for 2014-2015
8. Action Item: Administrators Report
9. Action Item: Indoor Sensory Courtyard
10. Action Item: Parent Organization
11. Action Item: Payment of Bills
12. Action Item: 2<sup>nd</sup> Reading of Revised Policy #5.11 School Lunch Service; #5.11a Policy to Verify Free and Reduced Price Meal Eligibility; #5.11b Offer vs. Serve Food Service Provisions Policy
13. First reading of Board policy 2.05 Board Duties; 3.03 Medical Examination and TB Test,
14. Adjournment to Executive Session: The Board will move to executive session and reconvene to open session as allowed by Wisconsin stats 19.85 (1)(c)(e)(f)(i) to discuss teacher evaluations, and staff requests.
15. Action item: Staff requests
16. Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should, contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, March 24, 2014, so arrangements can be made."

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## **HUMAN SERVICES COMMITTEE**

Patrick Evans, Chair  
Dan Robinson, Vice Chair  
Brad Hopp, Dan Haefs, Pat La Violette

### **HUMAN SERVICES COMMITTEE**

**Wednesday, March 26, 2014**

**6:00 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 26, 2014.

### **Comments from the Public**

### **Report from Human Services Chair, Patrick Evans**

#### **1. Review Minutes of:**

- a. Aging & Disability Resource Center (February 27, 2014).
- b. Aging & Disability Resource Center Nominations and Human Resource Committee (February 18, 2014).
- c. Human Services Board (March 13, 2014).
- d. Northeast Wisconsin Family Care Board of Directors (January 29, 2014).

### **Human Services Department**

2. Resolution re: On helping families move from homelessness to self-sufficiency. *Held for a month; also referred back from March County Board.*
3. Resolution re: Change in Table of Organization For The Human Services Department Social Worker/Case Manager.
4. Resolution re: Reclassification Of Positions In the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist)
5. Resolution re: To Accept Additional Funding For Human Services Child And Adolescent Behavior Health Unit.
6. Ordinance Amending Chapter 5 Human Services Program Section 5.06 Of The Brown County Code Entitled "Composition Of The Board".
7. Budget Adjustment Request (14-24): Reallocation of personnel services and fringe benefits to another major budget classification except contracted services or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.
8. Executive Director's Report.
9. Financial Report for Community Treatment Center and Community Programs.

10. Statistical Reports.
  - a. Monthly Inpatient Data – Community Treatment Center.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
11. Request for New Non-Continuous Vendor.
12. Request for New Vendor Contract.

**Aging & Disability Resource**

13. Budget Status Financial for January, 2014.

**Health Department** – No agenda items.

**Syble Hopp School** – No agenda items.

**Veterans Services** – No agenda items.

**Other**

14. Audit of bills.
15. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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# AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD OF DIRECTOR'S MEETING

**Thursday, March 27, 2014 at 8:30 a.m.**

**300 S. Adams Street, Green Bay, WI 54301**

## **AGENDA**

<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting, February 27, 2014	Yes	Yes
5. Comments from the public		
6. Finance Report		
a. Review and approval of Finance Report	Yes	Yes
b. Review and approval of Restricted Donation	Yes	Yes
7. Staff Report: Laurie Ropson Quality/Outreach Coordinator	Yes	
8. Family Care Update		
9. Directors Report		
a. Staff SWOT-Priorities	Yes	
b. State Videos and PR Proposal	Yes	
c. 211/Crisis Center/ADRC Year End Report	Yes	
d. Dementia Specialist Application	Yes	
10. Legislative Updates		
11. Announcements		
12. Next Meeting- April 24 <sup>th</sup> at NEW Curative Location		
13. Adjourn		Yes

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Tom Diedrick, Chairperson  
Aging & Disability Resource Center  
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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### ADMINISTRATION COMMITTEE

Steve Fewell, Chair

Tim Carpenter, Vice Chair

David Steffen, Thomas De Wane, Allan Jamir

### ADMINISTRATION COMMITTEE

Thursday, March 27, 2014

5:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 27 and March 10, 2014.

### Comments from the Public

1. **Review Minutes of:**
  - a. Housing Authority (February 17, 2014).
  - b. Northeastern Wisconsin CDBG (October 1, 2013 and February 4, 2014).

### Corporation Counsel

2. Monthly Report for February, 2014.

### Treasurer

3. Budget Status Financial Report for December, 2013 (unaudited).
4. Treasurer's Financial Report for the Month of December, 2013.

### Child Support

5. Agency Director Summary for February, 2014.

### Human Resources

6. Human Resources Activity Report for February, 2014.
7. Budget Adjustment (14-17): Increase in expenses with offsetting increase in revenue.
8. Director's Report.

### Department of Administration/Technology Services

9. Administration Budget Status Financial Report for December, 2013 (unaudited).
10. Technology Services Budget Status Financial Report for December, 2013 (unaudited).
11. Budget Adjustment (14-23): Increase in expenses with offsetting increase in revenue.
12. 2014 Budget Adjustment Log.

13. Resolution re: Approving Donation of Brown County Economic Crime Account Funds to Brown County Sheriff Department.
14. Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed \$5,665,000 General Obligation Bonds of Brown County, Wisconsin in One or More Series at One or More Times.
15. Ordinance re: To Amend Section 2.03 of the Brown County Code Entitled, "Organization, Policy and Authority of the Brown County Board of Supervisors" and Section 3.14 Entitled "Budget Transfers".
16. Pay for Performance.
17. Health Benefits Consultant Project #1508 RFP.
18. Director's Report.

**County Clerk** – No agenda items.

**Other**

19. Audit of bills.
20. Adjourn.


Steve Fewell, Chair

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## MARCH 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30pm	6 Ed & Rec 5:30pm Criminal Justice Coordinating Board 8am	7	8
9	10 Special Admin 5:00 Exec Cmte 5:30 pm	11	12	13	14	15
16	17  St. Patrick's Day	18 Veterans Recognition Subcmte 5:00 pm	19 <b>Board of Supervisors 7:00 pm</b>	20	21	22
23	24 Land Con 6:00 pm PD&T 6:30 pm	25	26 Human Services 6:00 pm	27 Administration Cmte 5:00 pm	28	29
30	31					



## APRIL 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 5:30 pm	3 Ed & Rec 5:00 pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 <b>Bd of Sup 9am</b> (Organizational Mtg) Vets Subcmte 5:00 pm	16	17	18	19
20	21 Tentative - Land Con 6:00 pm PD&T 6:15 pm	22	23 Tentative - Human Services 6:00 pm	24 Tentative - Admin Cmte 5:00 pm	25	26
27	28	29	30			

## **BROWN COUNTY COMMITTEE MINUTES**

- Children With Disabilities Education Board (February 25, 2014)
- Library Board (February 20, 2014)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Wednesday, February 25, 2014

Board Members Present: K. Gustman, B. Clancy, J. Mitchell

Board Members Excused: S. King,

Others Attending: B. Natelle, A. Nizzia, L. Palm, S. Keckhaver

1. Call to order - 4:00 p.m. – K. Gustman.
2. Approval of Board Minutes December 17, 2013: B. Clancy moved to approve the minutes of the December 17, 2013 Board meeting. J. Mitchell seconded the motion. Motion carried.
3. Correspondence: None.
4. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda with the modification of item #14, deleting "action" from the item. B. Clancy seconded the motion. Motion carried.
5. Donations: De Pere Christian Outreach donated several circus tickets and five large boxes of craft items.

George Carden Circus International donated 210 circus tickets.

Deb Wichman of Debe Gourmet donated \$200 to the in-school work program.

Steve & Dawn Wolfcale donated a \$25 gift card to Walmart for school supplies to Pat Doucette's classroom.

John & Ursula Schoblocher donated \$100 to Kris Cleereman's classroom.

Mark & Lynn Meshke donated \$75 to Cloey Jensky's classroom.

The school received an anonymous donation in the amount of \$427,827.34 with the stipulation that it must be used for bricks and mortar.

Aurora Health Care Partnership Campaign donated \$258.40 from 2012 pledges to Hopp School. This donation has been designated for our playground project.

Jack & Jeannine Dempsey donated \$500 for a pool tile and playground project in memory of Lynne Dempsey.

Jerry Sauer donated four circus tickets.

Julie Carter of RR Donnelley donated 2014 calendars for students and staff.

Wayne & Judith Schaut donated \$50 in memory of Jacob Van Lanen to be used for students who can't afford an outing.

PROCEEDINGS OF BROWN COUNTY CDEB, FEBRUARY 25, 2014:

Patti Hatjens donated two bags of hats and mittens, a basketball, soccer ball and kick ball for the students.

De Pere Greenhouse donated a beautiful poinsettia plant to the school during the holidays.

Schneider National Foundation donated \$5,000 to the school. This donation has been designated for our playground project.

Mr. & Mrs. Marlon Hermitanio donated \$1,500 with \$500 designated for Travis Hendzel's room and \$1,000 for Hopp needs.

Jay Ebert, Peter Kurth, Dean Delsart and Karen Morcott of Green Bay Machinery Co. donated \$130 in memory of John Ward. This donation has been designated for our playground project.

An anonymous donation of \$10 was received and has been designated for Hopp needs.

Judy Haevers donated \$100 which has been designated for the playground project.

Michaela Schroeder donated \$150 for the LINC Program, Red Cross transportation.

U.S. Venture/Schmidt Family Foundation, Inc. donated \$200 in honor of Chris Zabel, a U.S. Venture Associate. This donation has been designated for our playground project.

J. Mitchell moved to graciously accept these generous donations. B. Clancy seconded the motion. Motion carried.

6. Action Item: Financial Report: J. Mitchell moved to approve the financial reports ending December 31, 2013 and January 31, 2014. B. Clancy seconded the motion. Motion carried.
7. Administrators Report:
  - a. A. Nizzia reported that a professional Improvement day was held in January. New curriculum, Unique Learning System, was reviewed. Two staff members will be piloting the curriculum to see if it is worth continuing. L. Palm explained that they reviewed four different computerized IEP programs. They have selected one that the districts we service have been using and suggesting that for future purchase.  
  
A. Nizzia reported that the Parent Organization at their January meeting approved funds to replace the sign in front of the building. Students would use the sign as an in-school job to enter the messages via computer.

PROCEEDINGS OF BROWN COUNTY CDEB, FEBRUARY 25, 2014:

- A. Nizzia reported the Spaghetti Dinner has been postponed to April 15<sup>th</sup> due to the weather.
- A. Nizzia reviewed the March calendar to include Dr. Seuss week, March 3-7 in honor of his birthday and that on March 17<sup>th</sup> Mr. Clancy will be coming to sing to the students.
- b. Mrs. Natelle reported that with the anonymous donation for bricks and mortar we are looking at building a Sensory Court Yard.
- B. Clancy moved to accept the Administrators Report. J. Mitchell seconded the motion. Motion carried.
8. Action Item: Parent Organization: The Winter Blast event was held on Friday, February 7<sup>th</sup> at the Riverside Ballroom this year. Final financial report not yet available. B. Clancy moved to accept the Parent Organization report. J. Mitchell seconded the motion. Motion carried.
9. Action Item: Payment of Bills: J. Mitchell moved to approve payment of the bills totaling \$307,436.20 for the month ending December 31, 2013 and \$306,120.07 ending January 31, 2014. B. Clancy seconded the motion. Motion carried.
10. Action Item: Interagency Agreement: L. Palm presented the Interagency Transition Agreement with Brown County Birth to Three. This agreement specifies responsibilities of the Brown County Birth to Three and Early Childhood. J. Mitchell motioned to approve the agreement as presented. B. Clancy seconded the motion. Motion carried.
11. Action Item: Resignation to retirement: B. Natelle read a letter of retirement from Sandy Mancl. Sandy will be retiring after 25 years of teaching for Brown County. B. Clancy motioned to accept the letter of resignation to retirement with regret and great thanks. J. Mitchell seconded the motion. Motion carried.
12. Action Item: Teacher replacement position: A Nizzia introduced Samantha Kwaterski as the new replacement teacher from a late August Retirement. The position has been filled with substitutes until Samantha finished her student teaching. J. Mitchell moved to hire Samantha Kwaterski and offer a contract for the rest of the 2013-2014 academic year. B. Clancy seconded the motion. Motion carried.
13. Action Item: 2<sup>nd</sup> reading of revised policy #3.01 Certified Personnel and #3.02 Classified Personnel. J. Mitchell moved to approve the revised policy #3.01 and #3.02. B. Clancy seconded the motion. Motion carried.
14. 1st reading of revised policy #5.11 School Lunch Service; #5.11a Policy to Verify Free and Reduced Price Meal Eligibility; #5.11b Offer vs Serve Food Service Provisions Policy.



PROCEEDINGS OF BROWN COUNTY CDEB, FEBRUARY 25, 2014:

15. Action Item: CESA 10 contract: B. Natelle reviewed the hosting agreement for the new Alio financial software hosted by CESA 10. A similar agreement was in place with our previous Impact software however, with CESA 7. J. Mitchell moved to approve the contract with CESA 10 to host the new Alio software. B. Clancy seconded the motion. Motion carried.
16. Executive Session: The Board will move to Executive session as allowed by WI Stats 19.851)(f)(e) to discuss personnel and staff issues. J. Mitchell moved to executive session as allowed by WI Stats 19.851(f)(i) to discuss personnel and staff requests at 4:50 p.m. B. Clancy seconded the motion. Motion carried.
17. Action Item: Staff Requests: B. Clancy moved to approve the staff requests presented. J. Mitchell seconded the motion. Motion carried.
18. Adjournment: J. Mitchell moved to adjourn the meeting at 5:06 p.m. B. Clancy seconded the motion. Motion carried.

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **February 20, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, JOHN VAN DYCK, VICKY VAN VONDEREN and TERRY WATERMOLEN, and CHRISTOPHER WAGNER

**EXCUSED:** TIM NIXON

**ALSO PRESENT:** Lynn Stainbrook, Lori Denault, Sue Lagerman, Curt Beyler, Glen Slaats, and Ginni Engelbrecht (staff)

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:15 p.m. and welcomed John Van Dyck to the Library Board. Introductions were made around the table.

### **CONSENT ITEMS**

**a. Approve/modify agenda** There were no changes to the agenda.

**b. Approval of minutes** A typo was corrected (very » every) in the minutes. **Motion** by D. Carmichael, seconded by C. Buboltz, to approve the modified January, 2014 minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

No one was present to address the Board.

### **PRESENTATION FROM WORK RULES COMMITTEE OF CLASSIFICATION PLAN**

L. Stainbrook introduced Glen Slaats and Ginni Engelbrecht, library staff representatives of the Work Rules Committee. G. Slaats gave a briefing on the work group and G. Engelbrecht explained that the main goal of the committee is to be transparent in all of their work and noted that the presented findings were a living document, meaning that changes, if justified, could be made. The group has kept all staff updated with weekly minutes and by encouraging feedback and dialogue.

As part of the classification plan process, 28 position types were surveyed to determine what percentage of time is spent on different aspects of the positions. Seven factors common to every job description were decided - Education, Training or Experience; Supervisory Responsibility; Supervision Received; Customer Relations; Complexity and Problem-Solving; Working Conditions; and Decision Making. The next step determined how important these factors are to the job and the library system and point factors were assigned to different levels of each factor. The factors were then weighted. A formula was used to give a point total to each job factor. The job evaluation factors and weighting were presented to staff at three different meetings. It was also stressed that only job descriptions were looked at – not the individual people who hold the position.

C. Buboltz complimented the Work Rules committee. The Work Rules Committee thanked Lynn Hoffman for getting them off and running. V. Van Vonderen asked their opinion of the process. Both Glen and Ginni agreed that it has been worth doing. A lot of transition has taken place since Act 10 and many staff wonder how this classification will affect the job they're doing. Performance reviews will play a role in differentiating people and positions.

T. Watermolen expressed his appreciation for the group since its formation and commended their excellent work. John Van Dyck questioned why only a high school diploma or equivalent was required in one job factor. This allows students to be hired as Shelves.

D. Carmichael asked about the next steps. K. Pletcher answered that the Board now has a foundation on which decisions about compensation can be made. This classification will assist in demonstrating how current compensation aligns and if there are any gross discrepancies. The Board can move forward to create a fair compensation plan.

K. Pletcher complimented the Work Rules committee and on behalf of the Library Board presented a gift card to each member of the Work Rules Committee that worked on the job factoring process as a reward for excellence in performance.

B. Nielsen asked if other library systems have gone through this process and if there are benchmarks that could be considered. L. Stainbrook knew of two other libraries that had consultants do this same work. The work rules group saved a lot of money by doing in house vs. outside consultants. More and more of this is happening since Act 10 and while comparables can be measured and similarities can be looked at, it isn't as easy to apply the same structure. A seniority factor was not built in. More and more, seniority is moved away from since experience should be shown as part of performance. The Board's strategy will be discussed in closed session.

*G. Slaats and G. Engelbrecht left the meeting at 6:20 p.m.*

## **LIBRARY BUSINESS**

- a. Information Services Report** There were not any questions related to the distributed report.
- b. Financial Manager's report, bills and donations.** Financials were not ready due to year-end processing.
- c. Facilities Report** A HVAC coil froze at Central during the recent extreme weather. Maintenance was able to solder and swap parts to get it working again.

## **NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update** A report from OWLSNET noted that Walter Burkhalter is the new director of OWLS replacing Rick Krumweide. The Tech Plan, Collection Development Grants, NFLS State Annual Report were reviewed. Corrie Campbell is a new Brown County representative and there is another new member from Marinette. A letter regarding the Special Needs plan will be discussed with the President of the NFLS board. There is a need to receive progress reports on outlined objectives. The vice-chair (Oconto) suggested a quarterly response. The lack of report updates is a concern for several counties. The E-rate process was completed by NFLS. The rental agreement with NFLS is coming up for negotiation since it is in its last year. M. Merrifield noted that negotiations could start this spring or summer. T. Watermolen noted that should they decide to move to another location, the move would have to justify a benefit to the member libraries as their organizational purpose is to get additional tax dollars to assist libraries. A fair agreement for rental is reasonable.

**OLD BUSINESS** None.

## **PERSONNEL**

**a. Approve Table of Organization Change** None.

**b. Approve Out-of-State Travel: Public Library Association Conference, Indianapolis, IN** **Motion** by T. Watermolen, seconded by D. Carmichael, to approve out of state travel for L. Stainbrook, L. Denault, and S. Lagerman to attend the Public Library Association Conference in Indianapolis, IN, March 11 – 15. **Motion carried.**

**PRESIDENT'S REPORT** None.

**DIRECTOR'S REPORT** The library is still waiting to be notified of the award of the LSTA grant. A formal date has not been released. T. Watermolen is pleased with the enthusiasm of the Bookmobile driver to transition to an Outreach Coordinator and noted his flexibility to redesign the position to meet needs of community. J. Van Dyck commented that the discussion on Bookmobile services was helpful to the Ed & Rec. Committee.

*B. Nielsen left the meeting at 7:00 p.m.*

**CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c)** for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance . **Motion** by V. Van Vonderen, seconded by C. Wagner to move into closed session. Aye: C. Buboltz, T. Watermolen, V. Van Vonderen, C. Wagner, D. Carmichael, J. Van Dyck and K. Pletcher. Nay: none. **Motion carried.**

**RETURN TO OPEN SESSION (8:32 p.m.)** **Motion** by C. Buboltz, seconded by T. Watermolen, to return to open session. Aye: C. Buboltz, T. Watermolen, V. Van Vonderen, C. Wagner, D. Carmichael, J. Van Dyck and K. Pletcher. Nay: none. **Motion carried unanimously.**

**APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION** No action.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** K. Pletcher pointed out the distributed article on municipal library boards stating that the county library board authority and responsibilities are the same.

## **ADJOURNMENT**

**Motion** by C. Buboltz, seconded by T. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:35 p.m.

**NEXT REGULAR MEETING**

**March 20, 2014**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary

Sue Lagerman, Recording Secretary